

APPENDIX E

CODE 1 VS. CODE 16 MATRIX

Code 1	Code 16	
<ul style="list-style-type: none"> • Providing general supervision of students (e.g., playground, lunchroom). • Conferring with students /parents about discipline, academic matters, or other school non-health related issues. • Applying discipline activities with students. 	<ul style="list-style-type: none"> • Providing general supervision of staff, including supervision of student teachers or classroom volunteers. • Evaluation of employee performance. 	
<ul style="list-style-type: none"> • Performing administrative or clerical activities specific to instructional, curriculum, student-focused areas (e.g., attendance). • Performing activities related to the immunization requirements for school attendance. (These activities are considered Free Care and can not be billed to Medi-Cal). • Enrolling new students or obtaining registration information. 	<ul style="list-style-type: none"> • Performing administrative or clerical activities related to general operations such as accounting, budgeting (including budget development and monitoring of program expenditures), payroll, purchasing and data processing (when these activities are not included in the indirect rate). • Completing personal mileage and expense claims. 	
<ul style="list-style-type: none"> • Compiling, preparing, and reviewing reports on textbooks or attendance. Reviewing the education record for students who are new to the school. 	<ul style="list-style-type: none"> • Compiling, preparing, and reviewing reports related to overall general operations but unrelated to the instructional, curriculum or student information. 	
<ul style="list-style-type: none"> • Coordinating, participating in or presenting training related to curriculum or instruction to improve the delivery of student services for programs other than Medi-Cal. 	<ul style="list-style-type: none"> • Coordinating, participating in or presenting training necessary to clarify site and district policy, procedures, or issues related to employees and overall general operations. • Attending or facilitating school or unit staff meetings, board meetings or required in-service trainings and events (not curriculum or instructional related). 	
<ul style="list-style-type: none"> • Review technical literature and research articles related to curriculum and instructional services. • Evaluating curriculum and instructional services, student/teacher policies, and procedures as they relate to student instruction for the school site or district. 	<ul style="list-style-type: none"> • Reviewing technical literature and research articles related to general operations (e.g., fiscal, legal, administrative). • Reviewing school policies, procedures or rules • Establishing goals and objectives of non-Medi-Cal health-related programs as part of the school's annual or multiyear plan. 	
<ul style="list-style-type: none"> • Conducting external relations related to school educational issues/matters. 	<ul style="list-style-type: none"> • Conducting external relations related to overall general operations (e.g., fiscal, legal, administrative). 	
Only code 16	<ul style="list-style-type: none"> • Paid time off (when you are being paid, but you are not at work). This includes vacation days, paid holidays, jury duty, sick leave, breaks, and lunch breaks (if it is paid time). 	
<ul style="list-style-type: none"> • Providing classroom instruction (including lesson planning). • Testing, correcting papers. • Monitoring student academic achievement. • Providing individualized instruction (e.g., math concepts) to a special education student. • Compiling report cards. 	Only code 1	
<ul style="list-style-type: none"> • Developing, coordinating, and the IEP process for a student, which includes ensuring that annual reviews of the IEP are conducted, parental sign-off is obtained, the scheduling of IEP meetings, and the IEP is completed. 	Only code 1	